

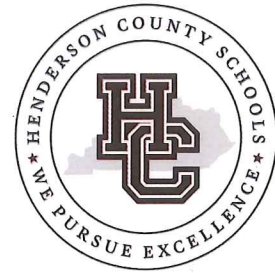
HENDERSON COUNTY SCHOOLS

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Dr. Bob Lawson, Superintendent



To: Board of Education Members and Dr. Bob Lawson

From: Shane Bosaw, Director of Student Nutrition

Date: November 11, 2025

Re: Approval of the Child Nutrition Procurement Plan, including authorization to set the Micro-Purchase Threshold at \$15,000 in alignment with Federal procurement guidelines.

Background: Federal regulations (2 CFR 200.320) define micro-purchases as purchases that may be made without competitive quotations if the price is reasonable and documented. The current Federal threshold is \$15,000 (effective October 1, 2025).

The district's current procurement policy lists a \$2,500 threshold for certain small purchases, but it does not explicitly address micro-purchases, nor does it prohibit setting a threshold for federally funded purchases.

Increasing the Child Nutrition micro-purchase threshold to \$15,000 aligns with federal rules, reduces administrative burden for perishable and emergency items, and remains fully compliant with KRS 45A and internal controls.

Many Kentucky school districts have adopted the federal threshold for Child Nutrition programs to improve efficiency while maintaining compliance and documentation.

Existing Board Policies:

04.32 – Model Procurement Code Purchasing

07.13 – School Nutrition Procurement

Budget Impact: None

Consultation:

Reviewed and supported by CKEC Bid Coordinator, KDE and KDA officials, and Food Service Directors in surrounding districts.

Recommendation:

Approve the Child Nutrition Procurement Plan and authorize a Micro-Purchase Threshold of \$15,000 for Food Service purchases using federal funds, with documentation of price reasonableness and internal controls as required by 2 CFR 200.

Thank you,

Shane Bosaw

Director Student Nutrition